



# Betty T. Yee

Chairwoman, State Board of Equalization  
and First District Member

presents

## Free Basic Sales Tax Workshop

**S**ales and Use Tax Return Preparation Workshop - This workshop will assist you in preparing your sales and use tax returns. Participants are encouraged to bring in their own sales and use tax return along with any documentation pertaining to that return period.

The instructor will assist taxpayers in the following areas:

- Preparing a sales and use tax return
- Supporting and reporting exempt sales
- Using a resale certificate
- Determining what is taxable and non-taxable labor
- Maintaining adequate records
- Efilng

Classes are conducted in English, Spanish, Chinese, and Vietnamese. Please see reverse for schedule of dates, times, and locations.

For more information or to RSVP, please contact the corresponding telephone number on the reverse of this flyer or visit our website at [www.boe.ca.gov](http://www.boe.ca.gov).

# State Board of Equalization Basic Sales Tax Workshops First District

## Free Workshops

Date	Starting Time	Duration	Language	Location	Address	City	Zip Code	Telephone No.
January 8, 2009	10:00 AM	2.5 hours	English	San Francisco District Office	121 Spear Street, Training Room 440, 4th Floor	San Francisco	94105-1584	415 356-6600
February 5, 2009	1:00 PM	2.5 hours	English	San Francisco District Office	121 Spear Street, Training Room 440, 4th Floor	San Francisco	94105-1584	415 356-6600
February 23, 2009	6:30 PM	2 hours	English	San Francisco Public Library, Sunset Branch	1305 18th Avenue	San Francisco	94122	415 356-6600
March 5, 2009	10:00 AM	2.5 hours	English	San Francisco District Office	121 Spear Street, Training Room 440, 4th Floor	San Francisco	94105-1584	415 356-6600
April 2, 2009	1:00 PM	2.5 hours	English	San Francisco District Office	121 Spear Street, Training Room 440, 4th Floor	San Francisco	94105-1584	415 356-6600
May 7, 2009	10:00 AM	2.5 hours	English	San Francisco District Office	121 Spear Street, Training Room 440, 4th Floor	San Francisco	94105-1584	415 356-6600
May 21, 2009	1:00 PM	3 hours	Chinese (Cantonese)	San Francisco District Office	121 Spear Street, Training Room 440, 4th Floor	San Francisco	94105-1584	415 356-6600
June 4, 2009	1:00 PM	2.5 hours	English	San Francisco District Office	121 Spear Street, Training Room 440, 4th Floor	San Francisco	94105-1584	415 356-6600
July 2, 2009	10:00 AM	2.5 hours	English	San Francisco District Office	121 Spear Street, Training Room 440, 4th Floor	San Francisco	94105-1584	415 356-6600
August 6, 2009	1:00 PM	2.5 hours	English	San Francisco District Office	121 Spear Street, Training Room 440, 4th Floor	San Francisco	94105-1584	415 356-6600
September 3, 2009	10:00 AM	2.5 hours	English	San Francisco District Office	121 Spear Street, Training Room 440, 4th Floor	San Francisco	94105-1584	415 356-6600
October 1, 2009	1:00 PM	2.5 hours	English	San Francisco District Office	121 Spear Street, Training Room 440, 4th Floor	San Francisco	94105-1584	415 356-6600
October 22, 2009	1:00 PM	3 hours	Chinese (Mandarin)	San Francisco District Office	121 Spear Street, Training Room 440, 4th Floor	San Francisco	94105-1584	415 356-6600
November 5, 2009	10:00 AM	2.5 hours	English	San Francisco District Office	121 Spear Street, Training Room 440, 4th Floor	San Francisco	94105-1584	415 356-6600
December 3, 2009	1:00 PM	2.5 hours	English	San Francisco District Office	121 Spear Street, Training Room 440, 4th Floor	San Francisco	94105-1584	415 356-6600
January 13, 2009	9:00 AM	4 hours	English	Oakland District Office	1515 Clay Street, Room 351, 3rd Floor	Oakland	94612-1432	510 622-4100
February 10, 2009	9:00 AM	4 hours	English	Oakland District Office	1515 Clay Street, Room 351, 3rd Floor	Oakland	94612-1432	510 622-4100
March 17, 2009	9:00 AM	4 hours	English	Oakland District Office	1515 Clay Street, Room 351, 3rd Floor	Oakland	94612-1432	510 622-4100
March 26, 2009	1:00 PM	3 hours	Spanish	Oakland District Office	1515 Clay Street, Room 26, 2nd Floor	Oakland	94612-1432	510 622-4100
April 14, 2009	9:00 AM	4 hours	English	Oakland District Office	1515 Clay Street, Room 351, 3rd Floor	Oakland	94612-1432	510 622-4100
May 12, 2009	9:00 AM	4 hours	English	Oakland District Office	1515 Clay Street, Room 351, 3rd Floor	Oakland	94612-1432	510 622-4100
May 19, 2009	1:00 PM	3 hours	Chinese (Cantonese)	Oakland District Office	1515 Clay Street, Room 351, 3rd Floor	Oakland	94612-1432	510 622-4100
June 16, 2009	9:00 AM	4 hours	English	Oakland District Office	1515 Clay Street, Room 351, 3rd Floor	Oakland	94612-1432	510 622-4100
July 14, 2009	9:00 AM	4 hours	English	Oakland District Office	1515 Clay Street, Room 351, 3rd Floor	Oakland	94612-1432	510 622-4100
July 23, 2009	1:00 PM	3 hours	Spanish	Oakland District Office	1515 Clay Street, Room 351, 3rd Floor	Oakland	94612-1432	510 622-4100
August 11, 2009	9:00 AM	4 hours	English	Oakland District Office	1515 Clay Street, Room 351, 3rd Floor	Oakland	94612-1432	510 622-4100
September 15, 2009	9:00 AM	4 hours	English	Oakland District Office	1515 Clay Street, Room 351, 3rd Floor	Oakland	94612-1432	510 622-4100
October 20, 2009	9:00 AM	4 hours	English	Oakland District Office	1515 Clay Street, Room 351, 3rd Floor	Oakland	94612-1432	510 622-4100
October 22, 2009	1:00 PM	3 hours	Spanish	Oakland District Office	1515 Clay Street, Room 351, 3rd Floor	Oakland	94612-1432	510 622-4100
November 17, 2009	9:00 AM	4 hours	English	Oakland District Office	1515 Clay Street, Room 351, 3rd Floor	Oakland	94612-1432	510 622-4100
December 15, 2009	9:00 AM	4 hours	English	Oakland District Office	1515 Clay Street, Room 351, 3rd Floor	Oakland	94612-1432	510 622-4100
January 15, 2009	1:00 PM	3 hours	Spanish	San Jose District Office	250 South 2nd Street, Auditorium	San Jose	95113-2706	408 277-1231
January 22, 2009	1:00 PM	3 hours	English	San Jose District Office	250 South 2nd Street, Auditorium	San Jose	95113-2706	408 277-1231
February 11, 2009	9:00 AM	3 hours	English	San Jose District Office	250 South 2nd Street, Auditorium	San Jose	95113-2706	408 277-1231
February 18, 2009	1:00 PM	3 hours	Chinese (Cantonese/Mandarin)	San Jose District Office	250 South 2nd Street, Auditorium	San Jose	95113-2706	408 277-1231
March 19, 2009	1:00 PM	3 hours	English	San Jose District Office	250 South 2nd Street, Auditorium	San Jose	95113-2706	408 277-1231
May 19, 2009	1:00 PM	3 hours	Vietnamese	San Jose District Office	250 South 2nd Street, Auditorium	San Jose	95113-2706	408 277-1231
May 21, 2009	9:00 AM	3 hours	English	San Jose District Office	250 South 2nd Street, Auditorium	San Jose	95113-2706	408 277-1231
June 18, 2009	1:00 PM	3 hours	English	San Jose District Office	250 South 2nd Street, Auditorium	San Jose	95113-2706	408 277-1231
July 16, 2009	1:00 PM	3 hours	Spanish	To Be Determined				408 277-1231
August 18, 2009	1:00 PM	3 hours	English	San Jose District Office	250 South 2nd Street, Auditorium	San Jose	95113-2706	408 277-1231
September 17, 2009	9:00 AM	3 hours	English	San Jose District Office	250 South 2nd Street, Auditorium	San Jose	95113-2706	408 277-1231
October 20, 2009	9:00 AM	3 hours	Vietnamese	To Be Determined				408 277-1231
October 20, 2009	1:00 PM	3 hours	English	San Jose District Office	250 South 2nd Street, Auditorium	San Jose	95113-2706	408 277-1231
October 21, 2009	1:30 PM	3 hours	Chinese (Cantonese/Mandarin)	To Be Determined				408 277-1231
December 15, 2009	9:00 AM	3 hours	English	San Jose District Office	250 South 2nd Street, Auditorium	San Jose	95113-2706	408 277-1231
February 10, 2009	1:00 PM	3 hours	English	Salinas Branch Office	111 East Navajo Drive, Suite 100, Training Room	Salinas	93906-2452	831 443-3003
April 14, 2009	9:00 AM	3 hours	English	Salinas Branch Office	111 East Navajo Drive, Suite 100, Training Room	Salinas	93906-2452	831 443-3003
April 15, 2009	1:00 PM	3 hours	Spanish	Salinas Branch Office	111 East Navajo Drive, Suite 100, Training Room	Salinas	93906-2452	831 443-3003
August 19, 2009	1:00 PM	3 hours	English	Salinas Branch Office	111 East Navajo Drive, Suite 100, Training Room	Salinas	93906-2452	831 443-3003
October 15, 2009	1:00 PM	3 hours	Spanish	Salinas Branch Office	111 East Navajo Drive, Suite 100, Training Room	Salinas	93906-2452	831 443-3003
December 16, 2009	1:00 PM	3 hours	English	Salinas Branch Office	111 East Navajo Drive, Suite 100, Training Room	Salinas	93906-2452	831 443-3003
January 21, 2009	9:00 AM	3 hours	English	Santa Rosa District Office	50 D Street, Room 410	Santa Rosa	95404	707-576-2101
January 22, 2009	9:00 AM	3 hours	Spanish	Santa Rosa District Office	50 D Street, Room 410	Santa Rosa	95404	707-576-2101
April 22, 2009	9:00 AM	3 hours	English	Santa Rosa District Office	50 D Street, Room 410	Santa Rosa	95404	707-576-2101
April 23, 2009	9:00 AM	3 hours	Spanish	Santa Rosa District Office	50 D Street, Room 410	Santa Rosa	95404	707-576-2101
July 22, 2009	9:00 AM	3 hours	English	Santa Rosa District Office	50 D Street, Room 410	Santa Rosa	95404	707-576-2101
July 23, 2009	9:00 AM	3 hours	Spanish	Santa Rosa District Office	50 D Street, Room 410	Santa Rosa	95404	707-576-2101
October 14, 2009	9:00 AM	3 hours	English	Santa Rosa District Office	50 D Street, Room 410	Santa Rosa	95404	707-576-2101
October 15, 2009	9:00 AM	3 hours	Spanish	Santa Rosa District Office	50 D Street, Room 410	Santa Rosa	95404	707-576-2101
March 12, 2009	10:00 AM	3 hours	Spanish	Vacaville Public Library/ Cultural Center	1020 Ulatis Drive	Vacaville	95867	707 428-2041
July 16, 2009	10:00 AM	3 hours	English	Vacaville Public Library/ Cultural Center	1020 Ulatis Drive	Vacaville	95867	707 428-2041
October 8, 2009	10:00 AM	3 hours	Spanish	Vacaville Public Library/ Cultural Center	1020 Ulatis Drive	Vacaville	95867	707 428-2041

As an alternative to attending an instructor led class, you can try our tutorial online class, which provides the information in a self-paced environment at our website [www.boe.ca.gov](http://www.boe.ca.gov).

